



**Group 4 Headquarters
Ohio Wing, Civil Air Patrol
United States Air Force Auxiliary**
c/o 396 Cloverdale Ave.
Akron, OH 44302-1651



27 MAY 04

MEMORANDIUM FOR ALL PERSONNEL/GROUP 4

FROM: Group 4/CC

SUBJECT: SOP – Homeland Security Alert Communications Procedures

1. **ORANGE ALERT** Group 4 will hold a "VHF" net check-in once a day at 20:00 hrs local time. All Personnel with radios are required to check into the Net control station. All Units will make and submit a "duty roster" covering a length of 1 weeks time, to the Group 4 Communications Officer and Commander consisting of 2 personnel, who may be called upon to run communications at Group 4 HQ should the alert go to Red. These members must hold a current CAP ID Card, Picture ID, and ROA card. Personnel from all units will be put onto a rotating shift if the alert increases to red. This will be coordinated by the Group 4 Director of Communications

2. **RED ALERT** Group 4 H.Q. (Stow Armory) will be online with HF and VHF on a 24 hour shift until the alert is lowered. Personnel from all units who are ROA qualified will be pulled as they are available to make up 4 shifts of 6 hours 15 minutes. All units will submit a duty roster every 2 days covering a length of 2 day time, to the Group 4 Communications Officer and Group Commander, consisting of 2 personnel. All units with deployable communications equipment (I.E. 2-9-2 kit, coax cable, wire cutters, etc) will have the equipment ready to deploy when requested by the Group 4 Communications Officer and Commander.

If a member has "noncompliant" radio equipment that is capable of 148.150mhz, please inform the Group 4 Director of Communications.

3. **Command Center** Group 4 H.Q. (Stow armory) will be the Command Center for Group 4 when the Alert level raises. During **Orange** alert, it will be operational from 20:00hrs - 20:15 hrs local time, in order to conduct a VHF net check-in. During **RED** alert, Group 4 H.Q. will be online 24 hours a day, 7 days a week. The communications equipment will be staffed as directed by the Group 4 Director of Communications.

CHRISTOPHER L. SMITH, Lt Col, CAP
Commander

Cc: SOP
Group 4 Staff
Group 4 Squadrons